Online Enrollment

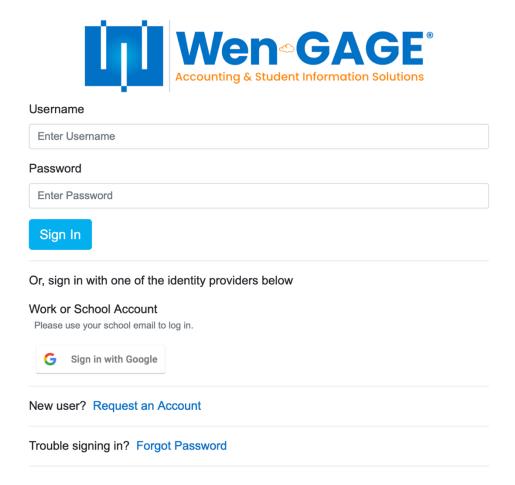
Coalgate Public Schools Online Enrollment is available for RETURING STUDENTS ONLY. New students need to enroll IN PERSON at the appropriate site. There is information that is best communicated in person.

<u>In-Person enrollment will be open August 1st and the 4th from 9:00 AM-3:00 PM at each respective building.</u>

If you have any questions, please call 580-927-2351 and select the extension of the appropriate site. Thank you.

Returning Students K-12

Online enrollment will open for all Returning Students on Monday, July 21, 2025, and will continue until August 8, 2025. We strongly suggest that students be enrolled online at https://oked.sylogist.com/Coalgate. When visiting this page, you will see the following:



If you already have a login, them enter your username and password and click Sign In. If you do not have a login, then you may request one by going to New User? Request an Account. This short video will walk you through the process (double click on the image):

Username			
Enter Username			
Password			
Enter Password			
Sign In			
Or, sign in with one of the i	dentity providers below		
Microsoft			
Sign in with Microsoft			
Google			
G Sign in with Google			
New user? Request an Acco	ount		
rouble signing in? Forgot	Password		
API Developer? Click Here			
21 - Municipal Accounting System	s, Inc.		
acy Policy and Terms of Service			

Once you have filled out all the information, you will receive an email with your login information.

Once you have a login, if you forget your password, the select the Trouble Signing In? Forgot Password? An email will be sent to the email you supplied when you requested a login instructing you on how to get a new password. If your email has changed, then this process will not work. If that happens or you have any other problems logging in or obtaining a login, please email David Unsell at dunsell@coalgateschools.org.

Student Records Portal

Returning Students K-12



- The parent/guardian must complete the online enrollment process for their student. It is highly recommended that only one person works on enrolling the student or students. Again, if you cannot remember your login information, please see the above to recover it or email dunsell@coalgateschools.org
- If documents are missing, the Registrar will contact the student parent/guardian via the email address provided by parent/guardian
- The online enrollment may be completed online from a computer, laptop, Chromebook, or a mobile device. However, a larger screen will make the process much easier. The key to a smooth enrollment process is to have all documents uploaded to your device prior to submitting the enrollment
- Incomplete enrollments will not be posted, and your student(s) will not be enrolled in Coalgate Schools. The parent/guardian will be notified when there is a problem with the enrollment AND when the enrollment process is completed and posted.
- If the student was enrolled using the online enrollment last year, many of this year's documents will be populated with the information entered last year. Please review this information to check for accuracy and/or make corrections.
- If the student did attend Coalgate Schools last year but was not enrolled using the online enrollment, please fill out all required and/or applicable documents.

New Students K-12

- We are asking that all new students enroll in person at the appropriate site.
- There is information that is better discussed in person
- If you have any questions, please call 580-927-2351 and select the extension for your building.

PLEASE SEE THE NEXT PAGE FOR MORE INFORMATION ON NEW STUDENT ENROLLMENT

Coalgate Public Schools



New Student Enrollment

To enroll at Coalgate Public Schools, a parent or guardian shall provide the following:

- If the parent is not the legal guardian we need proof of legal guardianship.
- Proof of residency (utility bill or lease agreement)
- Birth certificate
- Social Security Number
- One of the following:
 - Current, up-to-date Immunization Records; or
 - A completed and signed exemption form
- CDIB/Tribal membership card (if applicable)
- any school records (transcript, IEP, etc) from the student's previous school

Please bring the required documents to the appropriate building office.

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